

## **16 FAM 130 MEDICAL PERSONNEL ABROAD**

*(CT:MED-1; 02-18-2005)  
(Office of Origin: M/MED)*

### **16 FAM 131 MEDICAL PERSONNEL ASSIGNED TO POSTS**

*(CT:MED-1; 02-18-2005)  
(Uniform State/BBG/USAID/Commerce/Foreign Service Corps—USDA)  
(Applies to Civil Service and Foreign Service Employees)*

- a. The Office of Medical Services (M/MED) will assign Foreign Service medical providers (FSMPs) as defined in 16 FAM 114, which includes physicians, psychiatrists, nurse practitioners, physician assistants, and clinical laboratory technologists to posts abroad. M/MED will consider each employee's qualifications, training, and experience when determining assignments to health units abroad. M/MED will also consider local health resources accessibility, local health risks, size of mission, regional medical capabilities, and requirements of regional medical evaluation centers.
- b. Foreign Service medical providers deployed abroad will have their clinical skills evaluated by M/MED at least once during each assignment or tour of duty, in addition to their regular yearly evaluations on Form DS-1829, U.S. Foreign Service Employee Evaluation Report. The clinical evaluation will be made by a medical professional selected by M/MED management to conduct a health unit survey. M/MED's evaluation will be included in the rated officer's official performance file.

### **16 FAM 132 POST MEDICAL ADVISOR (PMA)**

#### **16 FAM 132.1 Selection**

*(CT:MED-1; 02-18-2005)  
(Uniform State/BBG/USAID/Commerce/Foreign Service Corps—USDA)  
(Applies to Civil Service and Foreign Service Employees)*

- a. The Foreign Service medical provider (FSMP), with concurrence of the Foreign Service regional medical officer (RMO) and the principal officer (PO), may designate a post medical advisor (PMA) for posts within that

post medical advisor's regional jurisdiction. The PMA is not compensated for advisory services.

- b. Posts that also wish to have a PMA provide patient care at the health unit should employ a PMA on a personal service contract (PSC) and request the regional security officer (RSO) to conduct a background check to certify the PMA for employment. Prior to permitting the PMA to begin providing medical services to patients, the FSMP must confirm that the background check has been satisfactorily completed.
- c. Factors to be considered in selecting a PMA are medical training, professional credentials, knowledge of the English language, local and regional health risks, and familiarity with access to health care providers, including mental healthcare providers, and facilities in the region.
- d. A post medical advisor (PMA) must possess a current, valid, and unrestricted medical license issued in accordance with local law and possess clinical expertise with standards similar to those in the United States.

## **16 FAM 132.2 Duties**

*(CT:MED-1; 02-18-2005)*

*(Uniform State/BBG/USAID/Commerce/Foreign Service Corps—USDA)*

*(Applies to Civil Service and Foreign Service Employees)*

Post medical advisors (PMAs) assist Foreign Service medical providers (FSMPs) at post and advise the principal officer at post on medical and health issues.

## **16 FAM 133 POST MEDICAL REPORTING RESPONSIBILITIES**

### **16 FAM 133.1 Reports of Serious Illness, Injury and Death**

*(CT:MED-1; 02-18-2005)*

*(Uniform State/BBG/USAID/Commerce/Foreign Service Corps—USDA)*

*(Applies to Civil Service and Foreign Service Employees)*

- a. The principal officer (PO) or Foreign Service medical provider (FSMP) at post must notify the Office of Medical Services (M/MED) by MED CHANNEL cable as soon as possible when a serious injury, illness or death of an employee or eligible family member occurs. When reporting deaths abroad by MED CHANNEL cable, the word "death" should appear in the subject line of the cable.

- b. M/MED will notify the employee's agency of the serious injury, illness or death of the employee or eligible family member.

## **16 FAM 133.2 Reports on Treatment of Employees and Family Members**

*(CT:MED-1; 02-18-2005)*

*(Uniform State/BBG/USAID/Commerce/Foreign Service Corps—USDA)*

*(Applies to Civil Service and Foreign Service Employees)*

- a. Whenever outside medical care is arranged or authorized by the U.S. Government, the employee is responsible for ensuring that a complete medical report is transmitted from the treating professional or facility to the health unit at post. The report must contain a complete record of the medical care received, including evaluations, diagnosis, treatment received, medication prescribed, and relevant laboratory results.
- b. The post health unit is responsible for keeping medical record files for all employees and eligible family members participating in the Medical and Health Program at post. Such files must include records generated by the embassy health unit as well as medical reports handcarried by the patient or received from outside providers.
- c. Post medical record file information concerning both employees and dependents continues to have significant potential value to foreign intelligence services. As such, all posts should ensure that everything practical is done to preserve the integrity of such information, under the control of cleared U.S. personnel.
- d. The principal health-care provider at the post health unit is responsible for forwarding medical reports to the Office of Medical Services (M/MED) via registered pouch or telegraphically, according to M/MED guidelines and directives provided to posts in the form of M/MED policy procedures, on patients to M/MED for inclusion in the patient's main medical record. Additionally, the principal health-care provider at the post health unit will complete a medical summary and forward it to M/MED whenever an individual departs from post for an onward assignment or retirement. If, at any time, a medical record documents a medical condition that may affect an individual's medical clearance, the medical record must be forwarded immediately to M/MED for a clearance determination.

## **16 FAM 133.3 Adverse (Medical) Event Investigation and Reporting**

*(CT:MED-1; 02-18-2005)*

*(Uniform State/BBG/USAID/Commerce/Foreign Service Corps—USDA)*

*(Applies to Civil Service and Foreign Service Employees)*

- a. The Foreign Service medical provider (FSMP) at a post where an incident occurred or the regional medical officer (RMO) for that post is responsible for reporting adverse medical events to the Director of the Quality Improvement (QI) branch of M/MED as soon as possible (see definition at 16 FAM 114), in accordance with M/MED's established policy procedure (risk management/adverse event).
- b. Following the reporting of an adverse event, an investigation at post will ensue and should not include the health-care provider directly involved in the incident. A report will be prepared following the investigation to provide a basis for analyzing and documenting adverse medical events involving persons under the Department of State's Medical and Health Program, health units and/or medical personnel, and the report must be forwarded to the Office of Medical Service's Director of Quality Improvement (M/MED/QI) within seven days. The policy procedure for risk management/adverse event provides for external investigation by independent medical practitioners.

## **16 FAM 133.4 Health Unit Staffing Report**

*(CT:MED-1; 02-18-2005)*

*(Uniform State/BBG/USAID/Commerce/Foreign Service Corps—USDA)*

*(Applies to Civil Service and Foreign Service Employees)*

- a. The Foreign Service medical provider (FSMP) at each health unit is responsible for providing the Office of Medical Services (M/MED) with a roster of the staff working in the health unit. The report will be submitted annually by January 31, or when specifically requested, to the Office of Medical Service's Director of Quality Improvement (M/MED/QI) for the purpose of determining indemnification. The report must include names, functional titles, professional degrees, and employment statuses. M/MED must ensure that every FSMP has a current and valid license or certification.
- b. Additions and deletions to the health unit staff roster must be vetted with the regional medical officer and should be submitted as they occur.

## **16 FAM 134 ESTABLISHMENT OF HEALTH UNIT FACILITIES ABROAD**

*(CT:MED-1; 02-18-2005)*

*(Uniform State/BBG/USAID/Commerce/Foreign Service Corps—USDA)*

*(Applies to Civil Service and Foreign Service Employees)*

The hiring of health unit staff at post requires the approval of the Foreign Service medical provider (FSMP) responsible for that post. Medical personnel hired at post must have valid U.S. or local medical credentials comparable to U.S. medical standards, and which are appropriate for the position for which they are hired. These credentials must be maintained as required by the issuing authority.

## **16 FAM 135 THROUGH 139 UNASSIGNED**